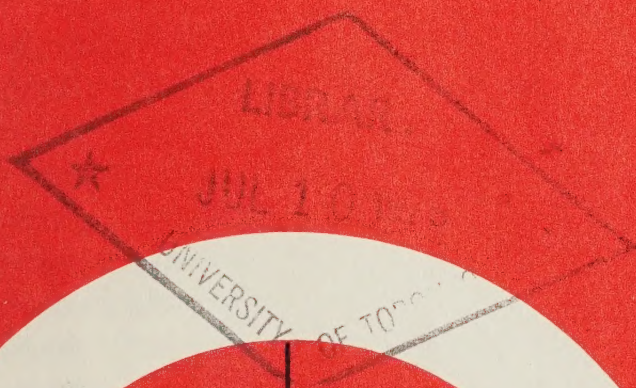





Ontario  
Ministry of  
Culture and  
Recreation

# Affirmative Action Program

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## Affirmative Action Program

Equal opportunity for women is a policy of the Ontario government. It is also the law in this province under the Ontario Human Rights Code. Equal opportunity means equality of access to hiring, promotion, training and development and it means fair treatment on the job.



## What is Affirmative Action?

Women in Ontario, as elsewhere, have not traditionally enjoyed equal opportunity with men. The Affirmative Action Program, adopted by the Ontario government, is a short term catch-up program intended to accelerate the rate of change in the status of women in the Ontario Public Service. It represents a commitment by the Ontario government to taking a positive approach in overcoming the disadvantaged position of women in the work force.

**The Affirmative Action Program operates under a directive and guidelines from Management Board of Cabinet.**



## Why do we need an Affirmative Action Program in the Ministry of Culture and Recreation?

### THE FACTS

Women in this ministry earn far less on average than do men and are under-represented in all higher salary ranges.

- In this ministry the average salary of women in October 1978 was \$14,293. For men it was \$19,503.
- Of the women in the Ministry of Culture and Recreation 65% earn less than \$15,000 per year while 80% of the men earn more than that amount.

This large salary differential is related directly to the occupational segregation of women.

- Women account for 46% of all classified (civil servant) ministry employees. However, fully 61% of these women are employed in office services and clerical services positions, as clerks, secretaries and typists.
- Only 10% of all senior executives in this ministry are women.
- Women are also under-represented in administrative, technical, professional and operational positions and virtually excluded from the maintenance area.

Even when they are employed in the same types of jobs as men, women tend to be clustered in the lower levels of the classification series.

For example, look at the representation of women in the community development and executive officer series.

Community development officer

1 — 67% are women

2 — 33% are women

3 — 22% are women

Supervisor — no women

Executive officer

1 — 29% are women

2 — 20% are women

3 — no women

## THE MYTHS

Many myths about the status of women, their aspirations and employment patterns persist. These act to hinder women in their career development.

**“Women don’t need jobs. They work only for frills.”**

- Women work for the same reasons as men — for economic security and a sense of satisfaction.
- 38% of the women in the Ontario workforce today are self-supporting. Many of these women have children.
- The economic realities of today have made many couples financial partners.

**“Women should not work. They are taking jobs away from men with families.”**

- Women, as individuals, have a right to work just as men do, regardless of their personal situation.
- If the women in the Ontario labor force left their jobs in favor of men there would be almost 2 million unfilled jobs.
- Unemployed men do not, generally speaking, have the skills or training to fill many of the jobs held by women — as secretaries or nurses for example.



**“Women are more likely to leave their jobs and, therefore, do not represent a good training investment.”**

- Women have a serious commitment to the labor force. Nine out of 10 women in Ontario today will spend a minimum of 25 years in the labor force.
- Married women make up a sizeable and growing proportion (61.5%) of Ontario's working women. Forty per cent or more of the working women in this province have children under 16 years of age.
- Studies show that turnover rates relate to job level rather than sex. At higher levels the attrition rates of males and females are similar.

**“Women are not as well educated as men.”**

- In fact, women in Ontario continue to be somewhat better educated on average than men.

**“Women don't want responsibility. They are primarily involved with their homes and families.”**

- Few women have been given the choice.
- Women who do hold responsible positions express the same desire to succeed at their jobs as do men.



## How is the government's Affirmative Action Program being implemented?

The ultimate objective of the Affirmative Action Program is a system which affords equality of opportunity. The Affirmative Action Program wants to ensure that policies, practices and structures exist which facilitate and encourage career development according to job performance and potential. This requires action on the part of many individuals.

### **Responsibility for developing and implementing the Affirmative Action Program rests corporately with:**

- The Women Crown Employees Office (WCEO) in the Ministry of Labour, which is responsible for policy development related to the Affirmative Action Program, for monitoring the government-wide program, for providing advice and assistance to the women's advisors and for tabling an annual report in the Legislature.
- The Affirmative Action Council, composed of the women's advisors from the ministries and agencies, which has taskforces to conduct research and recommend changes to government policies and practices.

The WCEO and the Council work co-operatively vis-a-vis the central agencies — Management Board and the Civil Service Commission.



## What has happened to date in the Corporate Program?

Some of the highlights are:

- A “bridging” policy has been developed in conjunction with the Civil Service Commission. This is intended to facilitate access to administrative and professional positions for support staff. Watch for bridge jobs advertised internally or in Topical.
- A pilot project on part-time employment for management employees has been established.
- A daycare counsellor in the Ministry of Government Services and a career counsellor in the Civil Service Commission have been appointed. The WCEO and Council were instrumental in the establishment of these positions.
- Equal pay for equal work has been won for cleaners, laundry workers, barbers and hairdressers, tailors and seamstresses.
- The system of “rugranking” secretaries, that is classifying them according to the level of their boss, has been abolished in favor of a system which will classify secretaries according to the duties and responsibilities of their position.
- Career planning tools, such as the Career Development Handbook and Job Search Guidebook, have been developed and are available from the women’s advisor.

### **Within the Ministry of Culture and Recreation:**

- The deputy minister ensures that the government’s policy on Affirmative Action is adhered to.



- The women's advisor develops the ministry's Affirmative Action Plan, co-ordinates its implementation, provides advice and assistance to management, monitors progress and reports on results. She also monitors the selection process, provides counselling, makes resource material available to management and staff, and conducts specialized research.
- All managers are responsible for implementing the Affirmative Action Program in their areas and are accountable for results. This involves managers in:
  - filing plans for program implementation with the women's advisor and reporting on these,
  - working out career development plans with the female staff,
  - providing on-the-job training opportunities to these staffs where possible,
  - ensuring the equitable implementation of the ministry policy on support for training and development,
  - making sure that there are no violations of the law in the pay or classification of employees,
  - ensuring fairness in hiring and promotion decisions and equitable treatment on the job.
- The Women's Advisory Committee, an elected body composed of representatives of each branch or equivalent unit in this ministry, develops and undertakes specific projects. Each representative is also responsible for working with her/his manager in carrying out the Affirmative Action Program.

Female employees themselves have an important responsibility in setting personal goals as far as their own careers are concerned, undertaking any training and development which is necessary, and availing themselves of opportunities which exist.



### **What has happened to date in the Ministry of Culture and Recreation's Affirmative Action Program?**

- Positions which act as bridge jobs have been identified. New bridging positions are being structured.
- An inventory of female employees, developed via a system of career planning interviews, has been developed and is being used for referral for promotional, and training and development opportunities.
- Career Development Workshops, organized by the Office of the Women's Advisor, are offered.
- Senior women are surveyed for inclusion in the senior appointments inventory.
- The women's advisor provides counselling and referral.
- The Women's Advisory Committee is co-sponsoring a series of noon-hour sessions and a public speaking club. It is also providing input to various publications.
- A resource handbook, of interest to all ministry employees, has been researched and written and is available from your Women's Advisory Committee representative or the Office of the Women's Advisor.





## Can I get involved?

Any civil servant or full-time contract employee of the ministry may be a member of the Women's Advisory Committee, which is elected annually. Even if you are not a member, however, you may volunteer to work with a taskforce of the committee.

Further information on the Affirmative Action Program is available from the Women's Advisory Committee representative in your branch or unit, or from the:

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